

CIVIC MEMORIAL HIGH SCHOOL

ATHLETIC - ACTIVITY HANDBOOK

Revised, July 2017

INTRODUCTION AND STATEMENT OF PHILOSOPHY

The Board of Education, the community, and the administration and staff of Civic Memorial High School believe athletics and extra-curricular activities are an important supplement to our schools' program, providing experiences that will enhance opportunities for personal growth. Further, that good citizenship and personal responsibility are among the most worthy of objectives to which we hope our students will aspire. The Board, Administration, and staff also believe that it is a privilege to participate in athletics and extra-curricular activities. Therefore, students who choose to represent Civic Memorial High School as members of athletic teams, in extra-curricular organizations, or in an official capacity individually shall be held to the highest standards of conduct.

The Athletic/Extracurricular Code of Conduct is an opportunity for our students to commit to these high standards.

The Code shall apply to student athletes and/or students who participate in extracurricular activities when competing interscholastically, participating in public performances, or representing Civic Memorial as members of a team, extra-curricular organization, or individually in an official capacity. Exceptions shall be allowed in the case of Band and Chorus students, or in other areas determined to be "co-curricular," when such participation is used in determining a student's grade.

The athletic/extra-curricular code of conduct is a 365 day per year contract, meaning it is in effect throughout the entire calendar year. Penalties shall be cumulative beginning with and throughout a student's participation in athletics and/or extracurricular activities while a student at Civic Memorial. Penalties for infractions shall be applied during the season in which the student first participates as an athlete, or to the period of activity of a given organization. Because the length of athletic seasons will vary, as do normal periods of activity among different extra-curricular activities, interpretations of the code regarding penalties and time when not clearly specified within the code shall be left to the discretion of the administration, activity sponsor, athletic director, or coach, as appropriate.

This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy and pertains not only to members of athletic teams but to others as defined and identified above.

COVERAGE

- A. This Athletic/Activity Handbook covers:
 - 1. Grades 9-12
 - 2. In or out of any sport/activity seasons and offenses involving

- tobacco, alcohol, and illegal drugs anytime during the calendar year.
3. All high school clubs, organizations, athletic teams, classes and activities
 4. When students from Civic Memorial High School participate in summer activities such as sport camps or cheerleading camp as representatives of Civic Memorial High School, handbook rules and athletic policy will apply.
- B. If a violation occurs in the eighth-grade year and results in a suspension that carries over into the ninth grade, that suspension will be completed in the ninth grade, but will not count as a violation of the High School Athletic/Activity Code.

ATHLETIC/ACTIVITY OBJECTIVES

- A. To Balance athletics and other extracurricular activities with all other students' academic responsibilities and consideration.
- B. To encourage, build, and promote both the individual's moral character and physical development.
- C. To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to excel within the ethics of the sport/activity.
- D. To develop excellent athletic teams and extracurricular programs of which the participants, school, and community can be proud.
- E. To promote a high regard for hard work and good sportsmanship. To help promote the BE A SPORT campaign.
- F. To promote alcohol and drug free activities for all students/athletes.

ELIGIBILITY

The student must meet the scholastic and other requirements set by the Illinois High School Association (IHSA) in order to compete in Interscholastic Activities at Civic Memorial High School. Academic eligibility will be checked weekly. Students must provide proof of insurance and a physical examination each year, and a physician's release following serious illness or injury.

Weekly Requirements: The minimum standard is that a participant must be passing six academic courses per week. Failure to meet this standard causes the individual to forfeit all eligibility the following week. Turning in extra credit, missing homework, etc., will not take a student off of the ineligibility list until the week of ineligibility is over. The participant may practice if ineligible but will not be allowed to perform or compete. Eligibility will be determined on Monday and will be in effect Monday through the following Saturday. A grade for eligibility will be figured from day one until the end of the semester.

Semester Requirements: The minimum standard is that a participant must be passing six

classes. Failure to meet this standard causes the participant to forfeit all athletic eligibility for the following semester. The athlete may not practice with the team. Semester grades take precedence over nine week grades.

ATHLETIC AWARDS

A. Varsity Letters

1. Each head coach determines the procedure for earning varsity letters before the season starts. He/she will explain to all athletes how to earn varsity awards.

B. Additional Guidelines

1. All participants will receive new participation certificates if they complete the season
2. Second and third varsity sport letters earned during the same year will entitle the participant to a sport pin and regular participation certificate.

C. Freshman Letters (Numerals)

1. An athlete will earn his/her numbers if he/she becomes a member of the freshman team during the season and finishes the season in good standing.
2. One set of numerals can be earned while in high school.
3. The first freshman honor earned will result in numerals indicating the year the freshman graduates plus a sports participation certificate.
4. Second and third freshman honors earned in the same year will result in a sports participation certificate.

D. Most Valuable Player (or an award decided by the coach)

1. Decided by the coaching staff

E. Athlete of the Year

1. Selection Process:
 - a. Must earn 2 letters during the school year
 - b. Each head coach will vote for one male and one female athlete
 - c. The selection is based equally on:
 1. Character
 2. Dedication
 3. Citizenship
 4. Athletic ability
 5. Sportsmanship

6. Leadership
 - d. Both a male and female will be selected.

PRACTICE REQUIREMENTS

- A. Students involved in athletic/extra-activities must be in attendance at school for, at minimum, a half day of classes to practice or participate in activities that day. Any exceptions must be cleared with the Athletic Director and Principal.
- B. If a player misses practice the day before a game, his or her playing time will be determined by the coach and based upon the reason for missing practice.
- C. Any player who accumulates two unexcused absences may, at the discretion of the head coach, be removed from the team and may be ineligible for any athletic awards for that sport.

ATHLETE'S BEHAVIOR DURING PRACTICES AND GAMES

- A. It is the athlete's responsibility to learn and demonstrate proper athletic behavior. Such behavior can be described as actions by players which promote cooperation and learning during practice, which encourage a profitable work ethic, and which result in an excellent competition coupled with good sportsmanship on the playing field.
- B. The coaching staff, for the benefit of the team and community, prefers not to tolerate the actions of players who show a lack of concern with regard to acceptable behaviors and attitudes. Therefore, if improper behavior is observed in practice or athletic contests, corrective disciplinary action will be taken. Potential consequences will be explained fully to the athletes before the season starts.

SUSPENSION-EXCUSED/UNEXCUSED ABSENCE POLICY

- A. IN SCHOOL SUPERVISION
 1. The student/athlete will be able to make up all homework and tests missed during the in school suspension.
 2. The student/athlete will be allowed to practice during the entire week of suspension, including the day(s) of in school supervision.
- B. OUT OF SCHOOL SUSPENSION
 1. The student/athlete will be suspended from all games, practices, and activities for the days of the out of school suspension.
- C. ABSENCE POLICY
 1. Students must be in school a minimum of one half of an attendance day in order to

participate in practice or games during the week. (Exceptions may be made by the Athletic Director and Principal.)

2. The student/athlete may be removed from the team or activity and forfeit all awards when TWO UNEXCUSED ABSENCES are accumulated.
3. The two unexcused absences will accumulate during each sport/activity season, not during a semester or school year.
4. A student who is absent on Friday may participate in a game or contest on Saturday. The coach or advisor should consider the reason for the absence from school on Friday when determining playing time during a Saturday game or contest.
5. If a student/athlete misses practice the day before a game, the coach will determine the playing time in a game or contest based on the reason the student/athlete missed practice.
6. Some excused and prearranged absences and field trips taken during the school day may be treated as though the student/athlete was in school that day so he/she will be allowed to practice and play in games or contests. Athletes and/or parents should contact the school ahead of time to discuss such situations and get pre-approval.

D. ILLEGAL USE OF ALCOHOL/DRUGS/TOBACCO

Refer to athletic/extracurricular rules and regulations on page eight (8.)

VANDALISM

Refer to athletic/extracurricular rules and regulations on page eight (8.)

QUITTING THE TEAM

- A. Any player who quits the team/organization by giving notice verbally or in writing to the coach/advisor before the season is completed will not be allowed back on the team/organization for any reason. Emotional decisions made by a player or student on the spur of the moment may be taken into consideration by the coach/activity director involved.
- B. An athlete who quits during a season may not participate in any preseason workouts with other teams during this time. He/she may not be permitted in the Weight Room until the previous season has been completed.

CARE AND RETURN OF SCHOOL UNIFORMS AND EQUIPMENT

- A. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season.
- B. Lost or stolen items are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned.

- C. Any returned items which have been damaged, not as a result of normal wear and tear, must be replaced or repaired. The replacement or repair bill becomes the responsibility of the athlete. The question of what constitutes “normal wear and tear” shall be determined by the coach/sponsor and athletic director.
- D. No awards will be given to the student until all equipment and uniforms issued to him/her have been returned and accounted for or the athlete/parents have paid a financial obligation for lost or missing equipment or uniforms at present day cost.
- E. No athlete will be allowed to begin the next athletic season, or any high school activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged. This includes the use of the Iron Shed.

TRANSPORTATION POLICY

- A. **In order to promote TEAM SPIRIT, all athletes are encouraged to ride the bus home from all away games. Each coach has the authority to REQUIRE all team members ride the bus home, but such authority will be used with discretion. It is mandatory that all athletes ride school provided transportation to away games.**
- B. Frosh/Soph players are encouraged to stay for the varsity contests.
- C. **Players may leave the bus after a game if their parents talk to the coach. A student may only leave with his or her parents or guardians.**
- D. If an emergency arises and the parents are not at the game, the coach can make an exception to allow the student to leave to receive medical attention.
- E. Coaches should notify the team in advance if they plan to stop to eat after a game.

BUILDING SECURITY GUIDELINES FOR ATHLETES

- A. Athletes are to report to their respective locker rooms and practice area after school is over as soon as possible.
- B. After practice is over, the athlete should go into their locker room to change and secure their padlocks.
- C. When these activities are completed, students will leave the high school building as soon as possible.

DRESS CODE

- A. Proper dress by the athletes at home and away is very important to the image of Civic Memorial High School.

- B. Each head coach should have a dress code that stresses proper dress to and from a game. Appropriate school clothing is an acceptable guideline for proper dress. Coaches and sponsors, may, from time to time, require more formal clothing. All due consideration will be given special financial constraints that may make such requirements burdensome.

Students representing Civic Memorial will not be permitted to participate in interscholastic events with exposed tattoos.

COMMUNICATION GUIDELINES

- A. If students have any concerns or questions about the sports program or an activity, they should contact the coaching staff or advisor first.
- B. If the parents or guardians of the players/students have any questions or concerns about their son/daughter or the program, they should contact the coaching staff/advisor to arrange a meeting at a time that can be mutually agreed upon. Immediately after a contest or event is not usually an appropriate time for such meetings.
- C. Students and/or parents who feel their concern(s) have not been addressed adequately by a coach/sponsor may contact the Athletic Director (for athletic matters) or the Principal (in the case of other extracurricular activities.) The Principal should be contacted in all matters before seeking resolution with the Superintendent, and, after the Superintendent, the Board of Education.

TEAM MEMBERSHIP LIMITATIONS

Coaches and advisors may conduct “try outs.” Coaches/advisors may limit team/group members based on the following criteria:

1. overall talent and ability
2. character and personality of the individual
3. work habits and loyalty to the programs
4. positions needed for the team or activity
5. availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants.

DRUGS/ALCOHOL/TOBACCO POLICY-STEP PROGRAM

A. POSSESSION

1. Any student who is:
USING, BUYING, SELLING, DELIVERING OR IN PERSONAL POSSESSION OF:
 1. Illegal drugs which includes any type of mood altering drugs
 2. Legal drugs taken inappropriately.

3. Tobacco/electronic cigarettes/e-cigs/vaping
Smoking or using tobacco in any form, including e-cigarettes, vaping, and/or possession of tobacco, lighters, matches, e-cigarette/vape liquid or other “vapor cigarette” accessories, or other incendiary devices are prohibited.
4. Alcohol
and/or is present where they know such illegal activity is being conducted, may be considered in possession according to Civic Memorial Athletic/Activity Code of Conduct. The initial investigation of a violation of the alcohol/drug policy will determine all the known fact of the violation. The question of possession will be determined for each student involved in the violation.

B. SUSPENSION

Refer to the Athletic/Extra-Curricular Rules and Regulations on page eight (8).

ATHLETIC/EXTRA-CURRICULAR RULES AND REGULATIONS

1. Any squad member or student planning to participate in athletics or extracurricular activities who is determined guilty of smoking (or any other use of tobacco), of drinking alcoholic beverages, or of illegal possession or illegal use of any drug will be suspended from participating in sports according to the following guidelines:

First Offense:

A. number of games in a given season as indicated below in addition to any carry over to the following season if the suspension is not fully served before the season ends (see list below), provided the athlete goes through the STEP Program, an assessment, and recommended treatment. If an athlete is not participating in an athletic season at the time of the offense, he/she shall serve the suspension during his/her next season of participation provided he/she goes through the STEP program, an assessment and treatment if treatment is recommended. Those who choose not to complete the required assessment will be suspended from athletics and extra curricular activities for one calendar year. The suspension will begin immediately after the violation has been confirmed by the high school administration.

Football	2 games	Soccer	5 games
Basketball	6 games	Tennis	4 matches
Volleyball	6 matches	Softball	6 games
Golf	4 matches	Wrestling	6 meets
Baseball	6 games	Bowling	4 matches
Track	4 meets		

Cheerleaders, Pazzazz, and Flag team members will be suspended for a commensurate number of events depending on the number of events for a given season.

Second Offense:

- B. Athlete will be suspended from all sports for one calendar year and until assessment and compliance as described above are completed.

Third Offense:

- C. Athlete is suspended from all sports for the remainder of his/her high school career.

2. Any squad member in attendance at a gathering where alcohol/illegal drugs has been determined to be present, but he/she has not consumed, may be suspended as follows:

First Offense:

- A. Football 1st two quarters

All other sports 1 game

Second Offense

B. Football 1 game
All other sports 3 games

Third Offense (will be equal to 1st offense consumption):

C. Football 2 games
All other sports 6 games

Fourth Offense

The same as 2nd offense consumption

5th Offense

The same as 3rd offense consumption

These regulations will be enforced throughout the calendar year and are cumulative throughout the athlete's career.

3. Any squad member or student guilty of any act of vandalism or conduct unbecoming a squad member may not be allowed to participate in a contest or event for a period of up to two weeks. (If team does not participate in a contest during the two week period, he/she shall miss the first contest following that period.) Any second violation may result in automatic suspension from the sport/activity in which the student is currently participating and all sports/activities for the remainder of the year.
4. Coaches and sponsors may impose curfews as appropriate, and such curfews may be waived to allow students who are employed to meet that obligation and travel home from work.
5. All athletes must follow Illinois High School Association rules such as the following:
 - A. Each squad member must attend school a minimum of one half of an attendance day and follow his/her regular schedule to be able to participate in a contest that evening. (Any deviation from this regulation must be with the approval of the athletic director and the school principal).
 - B. Athletes will not be permitted to wear jewelry while playing in athletic activities.
6. Swearing or abusive misconduct by a participant in sports or extracurricular activities may result in immediate "benching" of the offender for a length of time to be determined by the coach or sponsor responsible for the contest/event in progress.

7. Any gross misconduct or gross disobedience, either in or out of school, could result in suspension from all sports.
8. If a student participating in the current sport has an unexcused absence from practice or a game, he/she may not be allowed to participate in the next game. Subsequent offenses could result in suspension from the sport in which he/she is participating.
9. Athletes must arrive on time for all home games and must be on time to catch the school provided team transportation to away games. Athletes must use the school provided transportation to and from away games. Under unique and extenuating circumstances, a parent may contact the head coach and/or Athletic Director in advance and request to drive their son/daughter to a game. Upon request a student MAY be allowed to ride home with his/her parents. Parents must notify the coach before leaving the game. An athlete who violates this rule may be suspended from the next game for a first offense. A second offense may result in automatic suspension from the sport/activity.
10. **Tattoos or any objectionable markings must be covered on the skin of all athletes.**
11. **Any coach/sponsor, upon the approval of the athletic director and principal, will have the authority to enforce other regulations deemed necessary for the good of the sport/activity. All students involved in a sport or activity so affected will be advised of such additional regulations before they go into effect.**

**Civic Memorial High School
Athletic/Activity Handbook
Pledge Sheet**

Date _____

I have received the Civic Memorial Athletic/Activity Handbook and agree to adhere to all rules and regulations enclosed.

I understand that failure to abide by these rules/regulations and any other reasonable rules established by the coach/advisor may result in my removal from the team/squad/organization.

If an athlete, I also take responsibility for the risk involved in playing interscholastic sports and understand that there is a possibility of injury. Civic Memorial High School will continue to make every sport as safe as possible.

Student/Athlete Name _____
(print)

Signed _____

I understand the rules and regulations of the Civic Memorial High School Athletic/Activity Handbook and support my son/daughter and the coaching staff in enforcing these rules and regulations. I, as a parent or guardian, also understand that there is a risk involved in playing interscholastic sports and realize that there is a possibility of injury to my son or daughter.

(signed) parent/guardian

Parent Phone Number: _____

Parent Email Address: _____